

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS14912584

DATE POSTED: 09/28/16

POSITION NO: 243737

CLOSING DATE: 10/11/16

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: DPS / Department of Corrections - Adult / Kayenta, Arizona

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| WORK DAYS: | <u>Mon-Fri</u> | REGULAR FULL TIME: | <input checked="" type="checkbox"/> | GRADE/STEP: | <u>AB58</u> |
| WORK HOURS: | <u>8AM - 5PM</u> | PART TIME: | <input type="checkbox"/> | NO. OF HRS./WK.: | <u>\$ 24,128.00</u> PER ANNUM |
| | | SEASONAL: | <input type="checkbox"/> | DURATION : | <u>\$ 11.60</u> PER HOUR |
| | | TEMPORARY: | <input type="checkbox"/> | | |

DUTIES AND RESPONSIBILITIES:

Perform duties involving answering and transfer telephone calls, take message, provides public information; Conducts mail pickup and sends; Stamp incoming documents and forwarded to appropriate recipient; draft memorandums and other correspondences for his / her supervisor; maintain records of encumbrances, records of department expenditures; will greet and direct visitors; conduct researches and responds to general information requests, inputs, logs and verifies data and incoming documents in a computerized system; prepares and ensure documents are complete and accurate; prepares reports, charts, graphs and conduct follow up as necessary; Schedule, plan and coordinate meetings with staff, districts and other clients; Research and compile reports, data and statistical information; Complete travel arrangements including flights and lodging, etc.; maintain high degree of confidentiality in completing all assigned tasks; Attend department meetings;

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High School diploma or GED; and supplemental by college courses in general office procedures; and two (2) years general office or related experience.

Special Requirements:

- Possess a Valid State Driver's License and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- A favorable background investigation is required. ***(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).***

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of applicable policies, practices and procedures; method of basic clerical/ office support, variety of computer software including Microsoft Office programs, preparing a variety of records, reports, correspondences; maintain electronic and/ or hard copy filing/ records systems; Operate office equipment, prepare clear and comprehensive reports/ documents; In maintaining accurate records; and establishing and maintaining working relationships. Ability to learn quickly; to understand and follow oral and written instructions,

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.